

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you'll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (http://inside.nps.gov/orientation) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

Key Websites

National Park Service http://www.nps.gov

Leave & Earnings Statement http://www.employeeexpress.gov

eOPF https://eopf.nbc.gov/doi/
Training https://eopf.nbc.gov/doi/

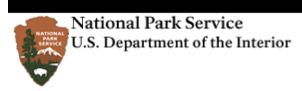
http://www.doi.gov/doilearn

Health Insurance http://www.opm.gov/insure

Association of National Park Rangers http://www.anpr.org

Human Resources (HR) and New Employee Appointment Paperwork

As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.



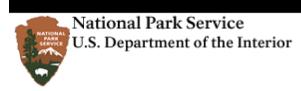
is doci	ms listed below are transactional (i.e., c	activities for you to complete with corresponding timelines. While many ompleting a form), most items involve having important discussions with undational knowledge of the National Park Service mission, history,
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10	ar ouper 1301 5 manie.	
Yo	ur Supervisor's Name:	
Pos	sition, Title, Pay Plan, Series, Grade:	
10	ur Name:	Enter on Duty (EOD) Date:

PART A: BEFORE YOUR FIRST DAY

1	Complete Background Investigation (eQIP).	http://www.opm.gov/e-qip/
2	Return security and other forms provided by the Servicing Human Resources Office (SHRO).	SHRO address in your informational email or letter
3	Payroll documents should be completed as soon as possible and returned to the office you received them from no later than two days after you begin your new position.	SHRO address in your informational email or letter
4	Go to: this link and complete the online training named "NPS Overview".	http://www.nps.gov/training/fundamentals/html/NPS_overview.html
5	Visit http://www.nps.gov to learn more about the National Park Service and your local park or business unit.	http://www.nps.gov

PART B: YOUR FIRST DAY

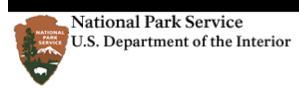
6	Take the oath of office and complete Affidavit Form (SF-61).	Provided by your SHRO or park/office
7	Complete OF-306 Form and sign on line17b.	Provided by your SHRO or park/office
8	Complete I-9 Form. You must bring two forms of ID (valid driver's license, birth certificate, passport, etc.)	Provided by your SHRO or park/office
9	Meet your supervisor and the rest of your department and park/office.	Supervisor
10	Meet your Peer Assistance Liaison (PAL), if assigned.	Supervisor
11	Obtain your New Employee Meet and Greet Card from your supervisor. Make sure it includes your office phone number, fax, office address and email address.	Supervisor
12	Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building.	Supervisor



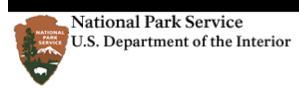
13	As a seasonal/temporary NPS employee, you may be able to obtain affordable health insurance through the Association of National Park Rangers Organization (ANPR).	http://www.anpr.org
14	If applicable, discuss uniform policies with your supervisor and order a uniform (<i>if required</i>). Ask questions about uniform standards, the history of the uniform and what is symbolizes.	Park or Office Uniform Coordinator; Supervisor NPS Uniform System https://sites.google.com/a/nps.gov/employ eecenter/system/app/pages/search?scope= search-site&q=uniforms Reference Manual www.nps.gov/policy/DOrders/DORM43. doc NPS Uniform System https://uaa.nps.gov/ Reference Manual http://www.nps.gov/applications/npspolic y/search.cfm NPS Uniforms History http://www.cr.nps.gov/history/online_books/workman1/index.htm
15	Take the <i>Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior</i> for Network Access training to <i>o</i> btain a network user ID, password and email access (<i>if applicable</i>). Access to DOI Learn is not available until 4-6 weeks after you come onboard. Your supervisor can provide you with a CD, or access to a computer to complete the training.	Supervisor

PART C: YOUR FIRST WEEK

		New Employee Orientation Program Website
16	View the NPS Director's Welcome video	http://www.nps.gov/av/nri/avElemen t/aboutus- WelcomeVideoFinalcaptions.wmv
17	Watch the 45-minute Ken Burns "The National Parks" documentary from the National Park Ken Burn's Screening Event, 26 September 2009; discuss the film with your supervisor.	Supervisor



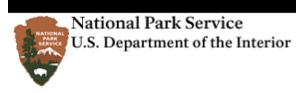
18	Discuss your specific work schedule, lunch breaks, and hours of operation with supervisor.	Supervisor
19	Review inclement weather procedures.	Supervisor
20	Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.	Supervisor
21	Talk with your supervisor about how to access DOI Learn, the NPS learning management system. Many of the courses offered and the mandatory online courses are available on this site. You will receive an email with login instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in DOI Learn . If you received more than one paycheck but haven't received your login, please contact your Bureau Data Steward at doilearn@nps.gov.	Supervisor doi.gov/doilearn
22	Schedule an appointment to pick up your DOI identification and building access card. Talk to your supervisor about the purpose of these cards.	Supervisor
23	Work with your supervisor & IT Department to determine IT equipment and needs.	Supervisor / IT
24	Review and discuss position description and performance standards with your supervisor.	Supervisor
25	Review the following Federal Government policies: Prevention of Sexual Harassment Zero Tolerance of Discrimination Workplace Violence Illegal Drug Use Weingarten Notice (for employees covered by a bargaining unit agreement) Employee Relations Policies including CorePlus Whistleblower Protection Employee Ethics	EEO and Diversity Policies https://sites.google.com/a/nps.gov/e mployeecenter/employee- center/relevancy-diversity-and- inclusion Ethics https://sites.google.com/a/nps.gov/e mployeecenter/employee- center/ethics Other Policies https://sites.google.com/a/nps.gov/e mployeecenter/employee-center/nps- policies Woingarton Notice
		Weingarten Notice Check your region for the latest.
26	Review Employee Assistance Program (EAP) and	https://sites.google.com/a/nps.gov/employeecenter/employeecenter/employeecenter/employeecenter/employee-and-family-well-being/employee-assistance-program



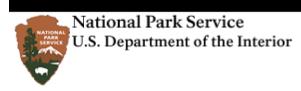
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		Ombuds Program	https://www.google.com/a/nps.gov/ServiceLogin2?continue=https%3A%
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			Femployee-support-
			options%2Fombuds&service=jotspot
			&passive=true&ul=1
	_	Talk with your supervisor about how to report injuries at work and the Office of	Safety Management Information
27		Workers Compensation (OWCP)	System (SMIS)
		(Civer)	https://www.smis.doi.gov/
		If you haven't already, go to this link and complete the online training named	NPS Fundamentals
28		"NPS Overview".	http://www.nps.gov/training/fundam
			entals/html/NPS_overview.html
29		Complete a Traveler Profile form for the Concur travel system, if applicable	Supervisor
		Complete a Travelor Frome form for the Conetin dayor system, if applicable	Training Coordinator
			Everything Charge Card
			https://sites.google.com/a/nps.gov/np
30		Complete the DOI purchase/travel credit card application and take required	sccprogram/
		training, if applicable.	DOLL
			DOI Learn
			http://www.doi.gov/doilearn

PART D: YOUR FIRST MONTH

31	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.nbc.gov/doi/
32	Sign into Employee Express and review and print your 1st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it.	Employee Express http://www.employeeexpress.gov/ Employee Center https://sites.google.com/a/nps.gov/employeecenter/employee-center
33	Review the federal holiday schedule with your supervisor.	Employee Center https://sites.google.com/a/nps.gov/e mployee-center
34	Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission.	Supervisor



35	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.	Supervisor
35	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc. Review the following list of trainings. Check with your supervisor to see which ones are applicable to your position and timeframes for completing them. Discrimination and Whistleblowing in the Workplace (No FEAR). Required every 2 years. The 2011 version of the No FEAR online training course is currently available. Role-Based Information Technology Security Training. Annual, based on duties. Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.). Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access. Equal Employment Opportunity Training. Annual requirement. 1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year. Diversity Training. Annual requirement. 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices. Ethics and Awareness Online Training Course. Initial requirement for all, annual requirement for some positions – check with HR.	Supervisor Supervisor DOI Learn http://www.doi.gov/doilearn
	☐ Safety Training.	
	☐ Defensive Driving. Based on duties. NSC Defensive Driving online course is available to help meet this requirement.	
	☐ Charge Card Training.	
	☐ Uniformed Services Employment and Reemployment Rights Act (USERRA). Annual requirement for Supervisors, Managers and Human Resources personnel.	
	☐ Veteran Employment Training. Annual requirement for Hiring Managers and HR Professionals.	



PART E: YOUR FIRST 60 DAYS

38 □ Meet with your supervisor to discuss and develop your Individual Development Plan (IDP) (optional). http://www.nps.gov/training/LD/htm l/idp.html 39 □ Meet with your supervisor at end of your first 60 days to discuss how things are going, any surprises, challenges, areas for improvement, etc. Supervisor	37	Health Insurance Election form (SF-2809) must be turned into the SHRO within first 60 Days.	http://www.opm.gov/insure/
	38	• • •	
	39		Supervisor

PART F: YOUR FIRST 90 DAYS

PART G: YOUR FIRST YEAR

41	Provide your supervisor with your accomplishments at the end of the season/appointment or the fiscal year. The fiscal year ends on September 30 th of each year.
	Congratulations on completing your season or One Year Anniversary with the National Park Service!!